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**State of Connecticut****GENERAL ASSEMBLY****PERMANENT COMMISSION ON  
THE STATUS OF WOMEN**

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Tanya Meck  
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Patricia Russo

**Position Announcement****Projects/Staff Assistant**

The Permanent Commission on the Status of Women is seeking a Projects/Staff Assistant. The PCSW provides research, analysis and leadership to state officials and the public to improve the status of women and girls. Responsibilities will vary but the ideal candidate will have superior writing and analytical skills, strong research skills, thoroughness and accuracy to details and excellent interpersonal skills. Proficiency in proof-reading, and a desire to work in an exciting environment are a plus. Associate's degree and at least five years of progressive work experience in an office environment a must. Experience with software applications for managing large research papers with tables and charts essential. Demonstrated knowledge and skill in accounting, finance, business writing, project planning, communications and advanced skills in Microsoft Office Suite and Adobe Professional or InDesign extremely helpful. We offer a supportive work environment, full state fringe benefits, including free parking and a starting salary of \$49,731. Please send cover letter, resume and three references to be received no later than February 14, 2007 to Teresa Younger, PCSW, 18-20 Trinity Street, Hartford, CT, 06106 or [teresa.younger@cga.ct.gov](mailto:teresa.younger@cga.ct.gov). We are an Equal Opportunity Employer.